

## STATE URBAN DEVELOPMENT AGENCY

"ইলগাস ভবন", এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা ৭০০ ১০৬, পশ্চিমবঙ্গ।

"ILGUS BHAVAN", H-C Block, Sector-III, Bidhannagar, Kolkata 700 106, West Bengal

Memo No.: UDMA-11012(99)/87/2021-JS(UDMA)4439

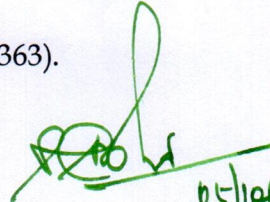
Date: 05.10.2021

**Notice Inviting Tender for 'Engagement of an agency for Concurrent performances monitoring mechanism of 151 Bangla Sahayata Kendras (BSK) covering all 127 ULBs under Urban Development & Municipal Affairs Department (UD&MA) in West Bengal'**

The Director, for and on behalf of the State Urban Development Agency (SUDA), Urban Development and Municipal Affairs Department (UD&MA), Government of West Bengal, invites sealed tender from reputed Companies / organizations having experience in similar nature of works in last 5 (five) years, for 'Engagement of an agency for Concurrent performances monitoring mechanism of 151 Bangla Sahayata Kendras (BSK) covering all 127 ULBs under Urban Development & Municipal Affairs Department (UD&MA) in West Bengal' the following work as follows:

Sl. No.	Name of the work	Estimated Amount (Including GST, labor cess )	Earnest Money	Time of Completion	Location
1.	Engagement of an agency for Concurrent performances monitoring mechanism of 151 Bangla Sahayata Kendras (BSK) covering all 127 ULBs under Urban Development & Municipal Affairs Department (UD&MA) in West Bengal	Rate to be quoted	Rs.10,000/- (Rupees Ten Thousand Only)	30 (Thirty) Days	127 ULBs in West Bengal

- Intending eligible bidders may obtain Bid document free of cost, from the office of the Director, SUDA, Kolkata on any working day between 11.00 AM to 5.00 PM up to 15.10.2021. The bid document may also be downloaded from our web-site <http://www.wburbanservices.gov.in/>.
- Technical & Financial documents in the prescribed format (enclosed herewith) sealed in separate covers and marked with **Technical - (Part- I) & Financial (Part - II)** bids /quotations should reach the office of the State Urban Development Agency (SUDA), HC Block, Sector-III, Kolkata-700106 within 2:00 PM on 16.10.2021 and will be opened on the same day in the office at 3.00pm.
- For any clarifications Bidder may contact Shri. Prasenjit Roy (8910043363).

  
05/10/2021  
Director, SUDA



## TERMS & CONDITIONS

### 1. Qualification Conditions:

- a. The Entity / Bidder must be a company as specified in Companies Act, 1956/2013 OR a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008 OR a Company incorporated under equivalent law abroad OR a Society registered under The Societies Registration Act, 1860 OR a Proprietorship Firm OR a Partnership Firm registered under relevant laws of India. The time period elapsed from commencement of business should be at least 03(three) years as on 1<sup>st</sup> April 2021.
- b. MOU / Joint Venture/ sub contract in any form will not be allowed or provided in this contract.
- c. Intending tenderers should produce credentials of a similar nature of at least one (1) completed work with of the minimum value of **Rs.3.00 lakh during 5(five) years** prior to the date of issue of the NIT.
- d. Bidder shall provide all relevant records required i.e. Income Tax Return Certificate/PAN, GST. Certificate and other taxes (whichever applied)

### 2. Bid Price:

- a. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment of any account. The rate should be quoted both in figure and in words.
  - b. The rate should be quoted including all taxes. No price escalation will be entertained.
3. The bidder shall submit the quotation with his own letter head duly signed and with official seal. Each bidder shall submit only one quotation.

**Earnest Money:** Earnest Money to be deposited in Technical Bid envelop in form of Demand Draft in favour of 'State Urban Dev Agency W B (SUDA)' of any Nationalized Bank payable at Kolkata.

**Security Deposit:** For successful bidder the 2% earnest money will be adjusted to the security deposit and balance 1% of the bill amount will be deducted from each bill and the same will be released after 3 months of completion of the work on demand by the successful bidder.

### 4. Submission of Quotations/Bid:

- a. Each bidder should submit sealed quotations (in two separate part i.e. **Technical (Part-I)** and **Financial (Part - II)** in separate two sealed envelopes-i) mentioning on the Envelop Technical part (Part -I) and NIT No & name of Bidder and ii) mentioning on the Envelop Financial Part (II) and NIT No& Name of Bidder Both envelop will be covered by third envelop on the Third Envelop on which NIT No, Name of Work, Name of Bidder to be mentioned
- b. The following documents will form the **Technical part (Part -I)** of the bid (Photo copy duly self-attested to be compulsorily enclosed)
  - i. Establishment Registration Certificate, Current Trade Licence, GST
  - ii. Return of Income Tax last 3 Financial Year (2017-18, 2018-19,2019-20 or 2018-19, 2020-21 & 2020-21)
  - iii. Certification of authorization of the company
  - iv. Details of Work Experience
  - v. An affidavit dully notarized to be submitted by mentioning a) Detailing of firm b) The documents submitted by the bidder is true and correct c) Mentioning no debarments/penalized from any Govt./Semi Govt/undertaking Govt Deptt/statutory body/ have been imposed to the bidder.
  - vi. Audited Accounts turn over for the FY: 2017-18, 2018-19,2019- 20 or 2018-19, 2019-20, 2020-21
  - vii. Earnest Money
  - viii. Filled up **Annexure-A**.
- c. The **Financial part (Part - II)** of the bid shall consists of only Rate/Price in Performa supplied with the BOQ on the company's / Firm's letter pad. All the column and requisite information must



be filled in the prescribed format along with filled up Annexure-B.

**5. Validity of Tender:**

The tender shall remain valid for a period not less than 90 days after the deadline date specified for submission.

**6. Award of Contract:**

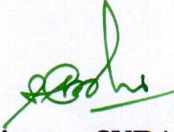
Award of contract will be on the basis of lowest evaluated price for which the bidder must quote the rate for the mentioned item.

- a. Notwithstanding the above, the tender inviting authority reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.
- b. The bidder whose bid is accepted will be notified of the award of contract by the inviting authority.

**7. Other Terms & Conditions:**

- a. Director, SUDA reserves the right to proposed/postponed/cancelled the bid, the bidder will have to abide with the decision.
- b. Payment shall be made after the successful completion of the work.
- c. Quotation may be submitted on the printed letter head of the bidder in the prescribed format.
- d. Successful bidder will have to enter into an agreement with Director, SUDA for timely execution of the work.
- e. No payment will be made for any damages.

We look forward to receiving your tender and thank you for your interest in this project.

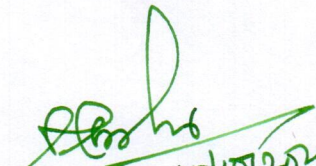
  
05/10/2021  
Director, SUDA

Memo No. UDMA-11012(99)/87/2021-JS(UDMA)/4431/1(5)

Date: 01.10.2021

Copy forwarded for information to:

1. Addl. Director, SUDA
2. Dy. Director, SUDA
3. FO, SUDA
4. PS to Principal Secretary, UD & MA Deptt., Govt. of West Bengal
5. Notice Board, SUDA
6. HA, SUDA is requested to make arrange for wide circulation

  
05/10/2021  
Director, SUDA



**Annexure: A**  
**PROFORMA FOR TECHNICAL BID (PART - I)**

Sl. No.	Particulars	To be filled in by the Bidder
a.	Name of the Agency	
b.	Date of establishment of the agency	
c.	Detailed office address of the Agency with Office Telephone Number and Mobile Number and name of the contact person	
d.	Power of attorney in favor of the signatory signing the BID documents. Not required in case of proprietary firm if the proprietor himself signs the documents.	
e.	Whether the firm is registered under Company Act, partnership or proprietorship. (Copies of all certificates of registration to be enclosed.)	
f.	PAN/TAN Number (copy to be enclosed)	
g.	GST Registration Number (copy to be enclosed)	
h.	IT returns for the last three FY (2017-18, 2018-19, 2019- 20 or 2018-19, 2019-20, 2020-21) filed by the agency (copy to be enclosed)	
i.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/ partners anywhere in India. (If no, a certificate is to be attached in this regard.)	
j.	Audited Accounts turn over for the FY: 2017-18, 2018-19, 2019- 20 or 2018-19, 2019-20, 2020-21 (copy to be enclosed)	
k.	Experience in dealing with Govt. Departments (copies of completion certificate of the work to be attached)	

*All pages of this BID document should be duly signed by the authorized signatory as a token of acceptance of all terms and conditions by the bidder. Any other document submitted by the bidder should also be signed by the authorized signatory.*

Place:

Signature of the Bidder

Date:

Office Seal



**Annexure-B**  
**FORMAT OF FINANCIAL BID (Part - II)**

Name of the Firm: \_\_\_\_\_

**Quotation for** Engagement Concurrent performances monitoring mechanism of 151 Bangla Sahayata Kendras (BSK) covering all 127 ULBs under Urban Development & Municipal Affairs Department (UD&MA) in West Bengal

<b>Sl. No.</b>	<b>Name of the work</b>	<b>Estimated amount in Rs.</b>	<b>Quoted amount</b> (To be quoted by the bidder (inclusive of all taxes & duties, transportation except GST) <b>in Rs.</b>	<b>GST in %ag</b>	<b>Total Quoted Amount</b> (inclusive of all taxes & duties, GST, transportation) <b>in Rs.</b>
1	Engagement of an agency for Concurrent performances monitoring mechanism of 151 Bangla Sahayata Kendras (BSK) covering all 127 ULBs under Urban Development & Municipal Affairs Department (UD&MA) in West Bengal	<b>Rate to be quoted</b>			
<b>Total</b>					

1. I/We agree to execute the above-mentioned work in accordance with technical specification & term and conditions as mentioned in the tender for a total contract price of **Rs..... (in Rupees .....**) including taxes, within **15 (fifteen) days** of the issue of the work order.
2. I/We also agree and abide with the terms and conditions stipulated in the bid document.

(Signature of Bidder with Seal)

Name:

Designation:

Address:

Contact No.:

Date:



## **Annexure - C** **Scope of Work**

### 1. Appraisal of 151 BSK & DEO

The Organization to conduct one visit to all 151 BSK in every month for the first 2 months starting from 1<sup>st</sup> of November, 2021 till 31<sup>st</sup> of December, 2021. There after 1 visit in every two months from January, 2022 to 30<sup>th</sup> April, 2022. Contract may be extended for the further period of six months on the satisfactory performance. During the visit both the Infrastructure, Knowledge and Soft Skill are to be assessed. Age specific checklist to be prepared in consultation with approval of SUDA.

### 2. Concurrent daily performance monitoring

A daily report to be collected on specific performance parameter to be given by SUDA. Data to be analyzed to the BSK Portal / Captive Application / an Excel Format and **submission daily report in compiled manner.**

### 3. Identify of Gaps & suggest appropriate measures for redressal

During onsite visit and based on analytical data gaps in infrastructure knowledge and soft skills are to be reported to the SUDA BSK wise every day. The onsite visit findings are to be submitted separately.

### 4. Identify & analyse BSKs with poor service delivery

Based on the Analytical data a DEO wise and BSK Wise report to be submitted once in a week (on every Friday within 12.00 noon) to SUDA

### 5. Submission of monthly performance report (on every day)

A monthly analytical report to be submitted on last working day of every month within 7 pm.

### 6. Different kind of reports SUDA, can seek as when requires.